



Filing a Return as a LNG Vendor Upload a File Containing Data

FILE AND PAY AT:
<http://sd.gov/epath>

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login >

Log in to your Account

Username:

Password:

[Forgot your Password?](#)

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on
Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:

| | |
|--------------------|------------------|
| Biodiesel Producer | Blender |
| Ethanol Broker | Ethanol Producer |
| Importer/Exporter | LNG |
| LPG User | LPG Vendor |
| Supplier | |

Make a Payment >

If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.



Due Dates Calendar

ACCESS
EPATH HELP
FROM EVERY
SCREEN

Please refrain from using the browser's back button while using this site.


This site uses SSL (Secure Sockets Layer) encryption to protect your information.

[Privacy Statement](#)

Each  has help information, simply point to the  to display the information.

Main Menu >

File and/or pay taxes.

- ▶ [File or Amend Return/Payment](#) 
- ▶ [Upload Additional Documentation](#) 

- ▶ [Payment Only](#) 

Select an account function to perform.

- ▶ [Add/Edit User Accounts](#) 
- ▶ [Cancel Licenses](#)
- ▶ [Print License Card](#)

- ▶ [Change Profile](#) 
- ▶ [Add a License](#)

View History.

- ▶ [View Account Activity](#) 
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- ▶ [View/Edit Pending Electronic Payments](#) 
- ▶ [View Deleted Electronic Payments](#) 


Log out

Main Menu >

File and/or pay taxes.

▶ **File or Amend Return/Payment** 

▶ **Payment Only** 

▶ **Upload Additional Documentation** 

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

☒ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-LN Wonder Woman Corporations (LNG Vendor) 

--Please select a Period--

FEB 2016 (Monthly Return)

JAN 2016 (Monthly Return)

DEC 2015 (Monthly Return)

NOV 2015 (Monthly Return)

OCT 2015 (Monthly Return)

SEP 2015 (Monthly Return)

☐ Manual Data Entry

Log out

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Step 2: Choose from Filing Options to file, amend, or edit returns

Step 1: Use the dropdown boxes to display license numbers and returns

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

- ☒ File a Return For:
- ☐ Amend a Return For: ⓘ
- ☐ Edit a Saved Return:

Select the Data Entry Method:

| | |
|---|---|
| 3000-1000-LN Wonder Woman Corporations (LNG Vendor) | ▼ |
| FEB 2016 (Monthly Return) | ▼ |
| You do not have a return that can be amended at this time | ▼ |
| --Please select a Period-- | ▼ |

- ☒ Upload File Containing Data
- ☐ Manual Data Entry

Log out

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Upload File Containing Data
allows you to upload your
EPath Schedule that is
saved on your computer.

Step 3: Choose a Data Entry Method to input a schedule

Step 4: Click Next

Example: Data File Definition

Data File Definition >

Filing FEB 2016 Return For 3000-1000-LN

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Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first lines of the file

1. ☐ Fixed Length:

☐ File contains no line feeds

2. ☒ Delimited File:

Field Delimiter: ☐ Other:

String Qualifier: ☐ Other:

Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used no changes are needed

The Delimited File defaults to "comma" and "Double Quote" No changes are needed

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Click Next

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Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

| Position | Field Name | Size | Include |
|----------|-------------------|------|----------|
| 1 ▾ | Schedule Type | 2 | Required |
| 2 ▾ | Carrier Name | 100 | Required |
| 3 ▾ | Carrier FEIN | 10 | Required |
| 4 ▾ | Mode | 2 | Required |
| 5 ▾ | Origin State | 2 | Required |
| 6 ▾ | Destination State | 2 | Required |
| 7 ▾ | Sold To | 100 | Required |
| 8 ▾ | Purchaser FEIN | 10 | Required |
| 9 ▾ | Transaction Date | 8 | Required |
| 10 ▾ | Manifest Number | 15 | Required |
| 11 ▾ | Gross Gallons | 9 | Required |
| 12 ▾ | Product Type | 3 | Required |

[Reset Layout](#) | [Save Layout](#)
[Back](#) [Next](#)

If you are using the EPath template to file your schedule no changes are needed on this page and you can click **Next**.

Field Name is the column heading on the EPath Schedule.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

| Schedule Type | Carrier Name | Carrier FEIN | Mode | Point of Origin | Destination | Sold To Acquired From | Purchaser Seller FEIN | Date Shipped Received | Manifest Number | Gross Gallons | Product Type |
|---------------|--------------|--------------|------|-----------------|-------------|-----------------------|-----------------------|-----------------------|-----------------|---------------|--------------|
| 6d | A Carrier | 123456789 | J | SD | SD | A Purchaser | 123456789 | 02/01/2016 | 123456 | 1200 | 225 |
| 6d | A Carrier | 123456789 | J | SD | SD | A Purchaser | 123456790 | 02/02/2016 | 123456 | 1200 | 225 |
| 6d | A Carrier | 123456789 | J | SD | SD | A Purchaser | 123456791 | 02/03/2016 | 123456 | 1200 | 225 |
| 8 | A Carrier | 123456789 | J | SD | SD | A Purchaser | 123456792 | 02/04/2016 | 123456 | 1200 | 225 |
| 8 | A Carrier | 123456789 | J | SD | SD | A Purchaser | 123456793 | 02/05/2016 | 123456 | 1200 | 225 |
| 8 | A Carrier | 123456789 | J | SD | SD | A Purchaser | 123456794 | 02/06/2016 | 123456 | 1200 | 225 |
| 7 | A Carrier | 123456789 | J | SD | TX | A Purchaser | 123456795 | 02/07/2016 | 123456 | 1200 | 225 |
| 7 | A Carrier | 123456789 | J | SD | FL | A Purchaser | 123456796 | 02/08/2016 | 123456 | 1200 | 225 |
| 7 | A Carrier | 123456789 | J | SD | AK | A Purchaser | 123456797 | 02/09/2016 | 123456 | 1200 | 225 |
| 7 | A Carrier | 123456789 | J | SD | ND | A Purchaser | 123456798 | 02/10/2016 | 123456 | 1200 | 225 |

PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

- ❖ You will only be reporting liquid natural gas sales so the product type entered will always be 225. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

| <u>Schedule Type</u> | <u>Description</u> |
|----------------------|---|
| 6d | This schedule type will be used to report transactions of LNG that was sold tax exempt to other licensed LNG Vendors. This amount will be reported on <u>Line 1</u> of the tax return. |
| 10a | This schedule type will be used to report transactions of LNG that was sold tax exempt for agricultural use. This amount will be reported on <u>Line 2</u> of the tax return. |
| 8 | This schedule type will be used to report transactions of LNG that was sold tax exempt to the federal government. This amount will be reported on <u>Line 3</u> of the tax return. |
| 7 | This schedule type will be used to report transactions of LNG that was exported out of South Dakota. This amount will be reported on <u>Line 4</u> of the tax return. |
| 5 | This schedule type will be used to report transactions where LNG was sold for use or used in licensed motor vehicles upon which fuel tax is due. This amount will be reported on <u>Line 6</u> of the tax return. |

- ❖ How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

| <u>Mode</u> | <u>Description</u> |
|-------------|--------------------|
| J | Truck |
| R | Rail Car |
| B | Barge |
| PL | Pipeline |

Example: Data File Upload

Data File Upload >

Filing FEB 2016 Return For 3000-1000-LN

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Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Step 2: After you choose the file you wish to upload click Add File

Add File

Step 1: Click Browse

Browse...

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Next

Data File Upload >

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Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file already exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Browse...

Add File

| Delete | File Number | Upload Date | File Name | |
|--------|-------------|----------------------|--------------------------------|-----|
| Delete | 1 | 6/17/2016 3:21:39 PM | H\Excel\Biodiesel Producer.csv | 954 |

Step 3: Click Next

Back

Next

❖ The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

Example: File Preview

Supplier File Preview >

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Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

| Result | Schedule Type | Carrier Name | Carrier FEIN | Mode | Origin State | Destination State |
|---------|---------------|--------------|--------------|------|--------------|-------------------|
| Success | 8 | A Carrier | 123456789 | J | SD | SD |
| Success | 8 | A Carrier | 123456789 | J | SD | SD |
| Success | 8 | A Carrier | 123456789 | J | SD | SD |
| Success | 8 | A Carrier | 123456789 | J | SD | SD |
| Success | 8 | A Carrier | 123456789 | J | SD | SD |
| Success | 8 | A Carrier | 123456789 | J | SD | SD |
| Success | 8 | A Carrier | 123456789 | J | SD | SD |
| Success | 8 | A Carrier | 123456789 | J | SD | SD |
| Success | 5 | A Carrier | 123456789 | J | SD | SD |
| Success | 5 | A Carrier | 123456789 | J | SD | SD |

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Next

Click Next

Example: Failed Download

If you did not get error messages click Next and skip the next slide

View Results >

Step 1: If you get error messages click on View under Error Codes

Filing FEB 2016 Return For 3000-1000-LN

These are the results of the upload

| Result | Error Codes | Schedule Type | Carrier Name | Carrier ID |
|--------------------------------|----------------------|---------------|--------------|------------|
| Failed | View | 8 | A Carrier | 12 |
| Page 1 of 1 Total Records: 1 | | | | |

Total Records: 14
Successful Records: 13
Invalid Records: 1

[View](#) [Save](#)
[View](#) [Save](#)
[View](#) [Save](#)

Step 3: Click Back

This will open a new window that describes the error.

Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file.

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Motor Fuel Return Error Code Descriptions

| | |
|-----|---|
| 114 | You have entered an invalid Product Type for the Schedule Type 6d, 7, 5, 10a, or 8. Acceptable values include 225 |
|-----|---|

Example: Failed Download Continued...

Step 4: Click Back on the File Preview Page

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Filing FEB 2016 Return For 3000-1000-LN

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

| Result | Schedule Type | Carrier Name | Carrier FEIN | Mode | Origin State | Destination State |
|---------|---------------|--------------|--------------|------|--------------|-------------------|
| Success | 5 | A Carrier | 123456789 | J | SD | SD |
| Success | 5 | A Carrier | 123456789 | J | SD | SD |
| Success | 5 | A Carrier | 123456789 | J | SD | SD |
| Success | 10 | A Carrier | 123456789 | J | SD | WY |
| Success | 10 | A Carrier | 123456789 | J | SD | WY |
| Success | 5 | A Carrier | 123456789 | J | SD | SD |
| Success | 5 | A Carrier | 123456789 | J | SD | SD |
| Success | 5 | A Carrier | 123456789 | J | SD | SD |
| Success | 5 | A Carrier | 123456789 | J | SD | SD |
| Success | 6a | A Carrier | 123456790 | J | SD | SD |

<

>

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Filing FEB 2016 Return For 3000-1000-LN

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file already exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Browse...

Add File

| Delete | File Number | Upload Date | File Name | File Size |
|-------------------|-------------|----------------------|---------------------------------|-----------|
| <div>Delete</div> | 1 | 6/17/2016 3:21:39 PM | H:\Excel\Biodiesel Producer.csv | 954 |

Back

Next

To Upload New File

- ✓ Click Browse
- ✓ Upload Correct File
- ✓ Click Add File
- ✓ Click Next

Step 5: Click Delete and upload the corrected file

December 2017| 13

South Dakota
Department
of
Revenue

TIP: Calculate entries before continuing on in the process.

| |
|---------------------------------------|
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| Liquefied N. Gas > |
| LN Summary |
| Payment Method |
| Make Payment |
| Verify Info |

Liquefied Natural Gas Return

SALES SUMMARY

| | |
|---|--------|
| 1. Gallons sold tax-unpaid to other licensed LN vendors | 3,600 |
| 2. Gallons sold tax-unpaid for agricultural (exempt) use | 0 |
| 3. Gallons tax-unpaid to exempt government agencies | 3,600 |
| 4. Gallons exported from South Dakota | 4,800 |
| 5. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return | |
| 6. Gallons sold for use or used in licensed vehicles upon which fuel tax is due | 0 |
| 7. Total LN Gallons Sold or Exported (Add Lines 1,2,3,4,5, and 6) | 12,000 |

INVENTORY RECONCILIATION

| | |
|---|---------|
| 8. Beginning LN Inventory | |
| 9. Total gallons received during the month or brought into South Dakota | |
| 10. Total gallons to be accounted for (Add Lines 8 and 9) | 0 |
| 11. Total gallons sold or exported (Record amount from Line 7 here) | 12,000 |
| 12. Ending LNG Inventory (Subtract Line 11 from Line 10) | -12,000 |

INVENTORY RECONCILIATION

| | |
|--|---------|
| 13. Fuel Taxable Sales (Record Amount from Line 6 here) | 0 |
| 14. Fuel Tax Rate | \$0.14 |
| 15. Fuel Tax Liability for this reporting period (Multiply amount on Line 13 by tax rate on Line 14) | \$0.00 |
| 16. Interest | \$0.00 |
| 17. Penalty | \$10.00 |
| 18. Total Remittance (Add lines 15, 16, and 17) | \$10.00 |

Calculate

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Next

Step 2:
Click
Calculate

Step 1: Lines
5, 8, and 9
are entered
in manually

Step 3:
Click Next

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Liquefied Natural Gas Return

SALES SUMMARY

| | |
|--|--------|
| 1. Gallons sold tax-unpaid to other licensed LNG Vendors (Attach Uniform Schedule of Disbursements - Type 6d) | 3,600 |
| 2. Gallons sold tax-unpaid for agricultural (exempt) use (Attach Uniform Schedule of Disbursements - Type 10a) | 0 |
| 3. Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule of Disbursement - Type 8) | 3,600 |
| 4. Gallons exported from South Dakota (Attach Uniform Schedule of Disbursements - Type 7) | 4,800 |
| 5. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return | 0 |
| 6. Gallons sold for use or used in licensed vehicles upon which fuel tax is due (Attach Uniform Schedule of Disbursements - Type 5) | 0 |
| 7. Total LNG Gallons Sold or Exported (Add Lines 1,2,3,4,5, and 6) | 12,000 |

INVENTORY RECONCILIATION

| | |
|---|--------|
| 8. Beginning LNG Inventory | 0 |
| 9. Total gallons received during the month or brought into South Dakota | 12,000 |
| 10. Total gallons to be accounted for (Add Lines 8 and 9) | 12,000 |
| 11. Total gallons sold or exported (Record amount from Line 7 here) | 12,000 |
| 12. Ending LNG Inventory (Subtract Line 11 from Line 10) | 0 |

TAX CALCULATION AND REMITTANCE

| | |
|--|---------|
| 13. Fuel Taxable Sales (Record Amount from Line 6 here) | 0 |
| 14. Fuel Tax Rate | \$0.14 |
| 15. Fuel Tax Liability (Multiply amount on Line 13 by tax rate on Line 14) | \$0.00 |
| 16. Interest | \$0.00 |
| 17. Penalty | \$10.00 |
| 18. Total Remittance (Add lines 15, 16, and 17) | \$10.00 |

TIP: Always remember to review your entries before continuing on in the process.

Click Next

Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your LNG Vendor Return. If no tax is due you will not reach this page.

Payment Method >

Filing FEB 2016 Return For 3000-1000-LN

Step 1:

Choose a Payment Method

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Select the Payment Method you will be using

☐ ACH Debit ?

☐ ACH Credit ?

☐ Credit Card   

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

☐ No Payment at this time. (Interest will apply to late payments.)

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

If you choose to make a payment at a later date select No Payment at this time and click Next.

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Next

Step 3: Click Next

Verify Information >

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Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

| | | | |
|-------------------|------------------------------|--------------------------|---------------|
| License: | 3000-1000-LN | Period: | 02/2016 |
| Name: | WONDER WOMAN CORPORATIONS | Return Due Date: | 3/23/2016 |
| File Code: | Required Calendar Monthly | Return Type: | LN - Original |
| | | Total Tax Due: | \$10.00 |
| | | Interest/Penalty: | \$10.00 |
| | | Total Due: | \$10.00 |
| | | Payment Type: | None |


Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password:

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Confirmation Information >

| Confirmation | |
|--|-----------------------|
| Confirmation Number: | 112490641694570825 |
| Date Submitted: | Jun 22, 2016 12:49 PM |
| Return | |
| License: | 3000-1000-LN |
| Period: | 02/2016 |
| Return Type: | LN - Original |
| Return Due Date: | Mar 23, 2016 |
| Total Amount Due: | \$10.00 |
|  View/Print Full Return | |

Print

Main Menu

Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath
at: <http://dor.sd.gov/epath/>

Questions?

Call: 605.773.8178
Email: sdmotorfuel@state.sd.us